

Conditional Use Permit

Zone Change

Tree Permit

Sign Permit

Variance

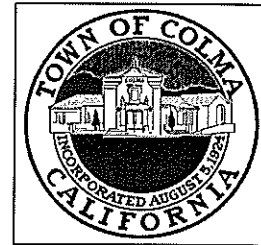
Parcel Map

Design Review

Subdivision Map

Lot Line Adjustment

General Plan Amendment



TOWN OF COLMA DEVELOPMENT PERMIT APPLICATION AND GUIDELINES PACKAGE

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Revised November 1998

FEE SCHEDULE REVISED SEPTEMBER 11, 2006

GLOSSARY OF PERMITS

CONDITIONAL USE PERMIT

A permit which allows a specific, described use of real property in a zoning district intended for such use and subject to certain conditions. Use permits are not normally required for most open space uses nor for single family homes.

ZONE CHANGE

Change to the classification of land use for a parcel or parcels of land. The zoning designation must be consistent with the General Plan land use designation for the same property.

TREE PERMIT

A permit to prune or remove trees having a single trunk diameter of 12 inches or a multi-stemmed tree having a cumulative trunk diameter of 42 inches measured at a height of 48 inches above ground.

SIGN PERMIT

A permit to erect private, free standing signs and signs attached to buildings. Signs must be located on the same site as the business they identify or advertise.

VARIANCE

A permit allowing a deviation from the normal development standards when unique conditions of the property prevent conformance with the standard. A variance cannot be approved to change the zoning classification of land nor to exceed normal density limits applicable to a parcel of land.

DESIGN REVIEW

A Spanish/Mediterranean design theme is required for most new development and major remodeling projects. Design standards are applied to the approval of the site plan, building and landscaping plans in conjunction with the consideration of the Use Permit for all projects. This procedure does not apply in single family residential districts.

PARCEL MAP APPROVAL

A permit approving land divisions resulting in four or fewer new parcels of land.

SUBDIVISION MAP APPROVAL

A permit approving land divisions resulting in five or more new parcels of land.

LOT LINE ADJUSTMENT

A permit allowing the relocation of the common boundary between two parcels of land where no additional parcels are created.

GENERAL PLAN AMENDMENT

Approval of a change in City policy regarding land use, circulation, open space, conservation, noise, safety, housing or historic resources.

DEVELOPMENT PERMIT APPLICATION GUIDELINES & INFORMATION

A standard application form is used for planning and subdivision permits in the Town of Colma. An application form is included in this package. The information, drawings and fees required for a complete application vary according to the type of permit requested. **Therefore the applicant should review the General Procedures Section (Items 1-9), Permit Review Process Diagram and the Supporting Statements / Information Section headings corresponding to the specific type of permit being requested.** For questions or additional information, contact the City Clerk (650) 997-8300 or the City Planner (650) 985-2590.

GENERAL PROCEDURES FOR ALL PERMITS

1. An application will not be accepted for review unless:
 - a) The application form is completed in its entirety. (See Form pgs. 1-3)
 - b) All required supporting statements, drawings, exhibits and materials are included. (See Form pgs. 4-8)
 - c) An accurate scale map is filed showing the subject parcel(s) and each separate lot or parcel within 300 feet of the boundaries of the subject property, together with a list of the current name and address of the property owners of the listed parcels as they appear on the County Assessor's roles. (Not required for sign and tree permits.) (See Form pg. 2)
 - d) The application form is signed by the applicant and by the affected property owner if other than the applicant. (See Form pg. 3)
2. All applications are reviewed in relation to the California Environmental Quality Act (CEQA) and a determination is made whether an application is exempt, a Negative Declaration is appropriate or that a Environmental Impact Report (EIR) is required. Applicants will be notified in writing as to the CEQA determination for their permit application. In cases where a Negative Declaration or EIR is required the City Council cannot act on the permit until the final environmental documents have been approved.
3. Within 30 days following an application submittal the applicant will be notified in writing as to the status of the application. If the application has been deemed complete the applicant will be so advised. The staff report on the application will be sent to the applicant during the week prior to the scheduled public hearing. If the application has been deemed incomplete a letter will be sent to the applicant listing information needed to complete the application or revisions necessary to bring the proposed project into compliance with Town of Colma codes and regulations. The 30 day review process will begin again when the revised submittal or requested information has been resubmitted to the Town of Colma.
4. Action on Planning and Subdivision Permits:
 - a) Tree Removal and Sign Permit decisions are made by the City Planner at scheduled Administrative Hearings held in the Council Chambers at the Colma Town Hall.

- b) All other permit decisions are made by the City Council at their regularly scheduled meetings held in the Council Chambers at the Colma Town Hall on the second Wednesday of each month at 7:30 PM.
- 5. The applicant or representative should be present when the application is being considered by the City Planner or City Council. If no one is present to answer questions the application may be delayed.
- 6. Reconsideration
An applicant or opponent dissatisfied with the City Planner's decision on a permit application may request, in writing, that the item be appealed to the City Council. An applicant or opponent dissatisfied with the City Council's decision on a permit application may request, in writing, that the City Council reconsider its decision. Requests for reconsideration must be received by the City Clerk within ten (10) days following the City Planner or City Council's action and must include the following:
 - a) Explain your interest in the application.
 - b) Explain where you think the City Planner or City Council made a mistake in considering the evidence.
 - c) Explain what new information or evidence was not available to the City Planner or City Council at the time of their decision.
- 7. Effective Date(s):
Unless a request for reconsideration is filed or conditions of a permit state otherwise;
 - a) Planning permits, subdivision approvals and General Plan Amendments are effective ten (10) days following approval by City Planner or City Council.
 - b) Zoning reclassifications are effective thirty days following the second reading of the ordinance by the City Council.
- 8. Fish & Game Fee
Unless a proposed project is categorically exempt or a Negative Declaration has been approved with a finding that there is no potential effect on wildlife resources the applicant must pay a Fish and Game fee pursuant to Section 21080 of the Public Resources Code. The fee must be paid in the form of a check payable to County of San Mateo in the amount of \$1,275. for any mitigated Negative Declaration or \$875. for any Environmental Impact Report. No applicable development permit is valid and in effect until the fee is paid.

9. Plan Check, Building / Grading Permits

If a project involves construction, grading or installation of on-site utilities a **Building and / or Grading Permit is required.** Applicants may apply for building and / or grading permits only after receipt of all required planning and subdivision permits. For more information related to issuance a Building and / or Grading Permit, plan check requirements, or on-site construction inspections; contact the Colma Building Department at (650) 757-8809.

PLANNING PERMIT REVIEW PROCESS

☐ Step 1. Check with Colma Planning Department.

- Inquire about: parcel zoning, permitted, conditional and prohibited uses, development regulations, required permits.
- Obtain Permit Application Package.

☐ Conceptual Review.

- **Required for PD and DR projects.**
- Optional for other projects. For most projects it is recommended that the applicant schedule a pre-submittal meeting with city staff to discuss code interpretations, design issues and any unique aspects of the project or site.

☐ Step 2. Application Submittal.

- File a complete application form.
- Submit all required statements, drawings and materials.
- Pay permit fees.

☐ Step 3. Written Notice of Application Status.

Within 30 days of application submittal the City Planner will provide:

- a) A notice that the application is complete with:
 - A tentative hearing date.or
- b) A notice that the application is incomplete with:
 - Revision comments.
 - Request for additional information.

The applicant may then withdraw the application or resubmit with:

- Revised plans and / or additional materials.

(Process will repeat until application is deemed complete.)

* Note: If Negative Declaration or EIR is required a public hearing on the application will not be scheduled until completion of the final environmental document.

☐ Step 4. Public Hearing Notice and Schedule.

- Public hearings normally require that a public notice is posted at least ten (10) days prior to the scheduled hearing date. The hearing will normally be scheduled for the first available meeting time following the notice period.

☐ Step 5a. Public Hearing by the City Council

- Decision: Approval or denial.
- (10 day appeals period)
- Effective date of approval dependent on specific type of permit approved.

☐ 5b. Administrative Hearing by the City Planner

- Decision: Approval or denial.
- (10 day appeals period)
- Effective date upon city receipt of permit report countersigned by applicant.

COLMA PLANT LIST

The following species are known to do well in the Colma area microclimate.
Size indicated in parentheses refers to the minimum size when planted.

Street Trees *

| | |
|-----------------------|----------------------------|
| Aesculus carnea | Red Horsechestnut |
| Pyrus calleryana | Aristocrat Pear |
| Metrosideros excelsus | New Zealand Christmas Tree |
| Tristania laurina | Tristania |
| Casuarina stricta | Coast Beefwood |
| Ficus nitida | Indian Laurel Fig |
| Tilia cordata | Little Leaf Linden |

* To be determined by City Planner.

Trees (15 gallon)

| | |
|---------------------------|-----------------------------|
| Acacia longifolia | Sydney Golden Wattle (Std.) |
| Alnus hambifolia | White Alder |
| Callistemom ssp. | Bottlebrush |
| Carpinus betuluc | European Hornbeam |
| Corynocarpus laevigata | New Zealand Laurel |
| Cupaniopsis anacardioides | Carrot Wood |
| Cupressocyparis leylandii | Cypress |
| Cupressus macrocarpa | Monterey Cypress |
| Eucalyptus ficifolia | Red Flowering Gum |
| Eucalyptus leucoxylon | White Ironbark |
| Eucalyptus rudis | Flooded Gum |
| Eucalyptus sideroxylon | Red Ironbark |
| Melaleuca linariifolia | Flaxleaf Paperbark |
| Melaleuca quinquenervia | Cajeput Tree |
| Picea abies | Norway Spruce |
| Pinus eldarica | Mondell Pine |
| Pinus halepensis | Aleppo Pine |
| Pinus pinea | Italian Stone Pine |
| Pinus radiata | Monterey Pine |
| Pittosporum crassifolium | Pittosporum |
| Pittosporum eugenoides | Pittosporum |
| Pseudotsuga menziesii | Douglas Fir |

Shrubs (5 gallon)

| | |
|---------------------------------|----------------------------------|
| Acacia longifolia | Sydney Golden Wattle |
| Carissa grandiflora | Natal Plum |
| Cistus ladanifer | Rockrose |
| Colonema pulchrum | Pink Breath of Heaven |
| Dodonea viscosa | Hop Bush |
| Elaeagnus pungens | Silverberry |
| Escallonia ssp. | Escallonia varieties |
| Euryops pectinatus | Euryops |
| Grevillea "Noellii" | Grevillea |
| Hebe ssp. | Hebe varieties |
| Juniperus conferta | Shore Juniper |
| Leptospermum scoparium | "Ruby Glow" New Zealand Tea Tree |
| Myoporum laetum | Myoporum |
| Myrica californica | Pacific Wax Myrtle |
| Nadina domestica | Heavenly Bamboo |
| Pittosporum tobira | Tobira |
| Pittosporum tobira 'variegata' | Variegated Pittosporum |
| Pittosporum tobira | "Wheelers Dwarf" Pittosporum |
| Plumbago auriculata | Cape Plumbago |
| Prunus laurocerasus "Zabeliana" | Zabel Laurel |
| Raphiolepis indica | Indian Hawthorn varieties |

Groundcover (plants 12" on center)

| | |
|-----------------------------|------------------------|
| Ajuga reptans | Carpet Bugle |
| Carpobrotus ssp. | Ice Plant |
| Drosanthemum floribundum | Rosea Ice Plant |
| Ficus pumila | Creeping Fig |
| Gazania ssp. | Gazania |
| Fragaria chiloensis | Wild Strawberry |
| Hedera helix 'Baltica' | English Ivy |
| Hypericum calycinum | Aaron's Beard |
| Lampranthus spectabilis | Trailing Ice Plant |
| Osteospermum fruticosum | Trailing African Daisy |
| Polygonum capitatum | Knotweed |
| Trachelospermum jasminoides | Star Jasmine |
| Vinca minor | Dwarf Periwinkle |

CHAPTER ONE. ORGANIZATION, FUNCTIONS AND GENERAL PROVISIONS

Subchapter Ten: Master Fee Schedule

1.10.000. Fees and Charges. The fees set forth in this Master Fee Schedule shall be charged for the respective services described herein. The fees do not exceed the estimated reasonable cost of such services and facilities.

| Item | Description | Fee |
|----------|--|---|
| 1.10.100 | PUBLIC RECORDS AND ADMINISTRATION FEES. The fees set forth in this table shall be charged for the services shown. The fees do not exceed the estimated reasonable cost of providing the service. | |
| 1.10.102 | Document photocopying, in house | 10¢ per page for 8.5 x 14 or smaller 15¢ per page for 8.5 x 17 Plus \$20 per hour |
| 1.10.104 | Document photocopying, outside | Actual cost plus \$20.00 per hour |
| 1.10.106 | Audio cassette copy | \$20.00 per cassette |
| 1.10.108 | Videotape copy | \$40.00 per tape |
| 1.10.110 | Filing fee for appeal from administrative decision | \$100.00 |
| 1.10.112 | Filing fee for Request for Reconsideration of City Council Decision | \$100.00 |

| | | |
|----------|--|-------|
| 1.10.200 | LAND USE DEVELOPMENT PROCESSING FEES, PLANNING SERVICES (FLAT FEES). The following fees will be charged for processing applications through the Planning Department to develop property. Fees are due and payable upon making application, and are non-refundable. The fee for an amendment is the same as the fee for an initial application. If an application is approved, an additional processing fee may be charged, depending on the project, as set forth below. The fees set forth herein do not exceed the estimated reasonable cost of providing the service. | |
| 1.10.202 | Administrative Use Permit | \$280 |
| 1.10.204 | Design Review, Minor (New development or modifications to existing use < 2,000 square feet) | \$325 |
| 1.10.206 | Sign permit | \$382 |

| | | |
|----------|---|-------|
| 1.10.208 | Sign review | \$102 |
| 1.10.210 | Temporary or Short Term Use Permit | \$280 |
| 1.10.212 | Tree removal permit | \$474 |
| 1.10.214 | Use Permit, Home Occupation | \$50 |
| 1.10.216 | Use Permit, Minor (New development or modifications to existing use < 2,000 square feet) | \$905 |
| 1.10.218 | Zoning Clearance for Retail Merchandising Unit | \$184 |

| | | |
|----------|--|------------------------|
| 1.10.220 | LAND USE DEVELOPMENT PROCESSING FEES, PLANNING SERVICES (DEPOSIT AGAINST ACTUAL COST). The following deposits will be required for processing applications through the Planning Department to develop property. The initial deposit shown below are due and payable upon filing an application. Additional deposits may be required from time to time. Any unused deposit will be returned to the applicant. The deposit for an amendment is the same as the fee for an initial application. The total processing fee will not exceed the three times the initial deposit plus reimbursable costs. | |
| | <i>Type of Permit</i> | <i>Initial Deposit</i> |
| 1.10.222 | Design Review, Major (New development or modifications to existing use > 2,000 square feet) | \$1,500 |
| 1.10.224 | General Plan Amendment | \$1,500 |
| 1.10.226 | Lot Line Adjustment | \$1,000 |
| 1.10.228 | Parcel Map | \$1,000 |
| 1.10.230 | Planned Development Plan | \$1,500 |
| 1.10.232 | Subdivision Map | \$1,500 |
| 1.20.234 | Use Permit, Major (New development or modifications to existing use > 2,000 square feet) | \$1,500 |
| 1.10.238 | Vacation or abandonment of Public Easement, including Street Easement | \$1,500 |
| 1.10.240 | Variance to Zoning Regulation | \$750 |
| 1.10.242 | Zoning Reclassification | \$1,000 |

| | | | |
|----------|---|---|---|
| 1.10.250 | <p>LAND USE DEVELOPMENT PROJECT FEES, CEQA REVIEW (DEPOSIT AGAINST ACTUAL COST). The following deposits will be required for environmental review of applications through the Planning Department to develop property. These fees are in addition to the processing fees for planning or engineering services. The initial deposits shown below are due and payable upon filing an application. Additional deposits may be required from time to time. Any unused deposit will be returned to the applicant. The deposit for an amendment is the same as the fee for an initial application. The total processing fee will not exceed the actual, reasonable cost of providing the service.</p> | | |
| | <i>CEQA Document</i> | <i>Initial Deposit</i> | <i>Pass-through Fees</i> ¹ |
| 1.10.252 | Categorical Exemption | \$0 | \$50 - Document Handling Fee payable to San Mateo County Clerk |
| 1.10.254 | Negative Declaration or Mitigated Negative Declaration | \$1,000 if prepared by Staff; otherwise, 10% of the cost charged by an outside consultant | \$1,993.00 – Fee payable to California Dep't of Fish and Game ² \$50 - Document Handling Fee payable to San Mateo County Clerk |
| 1.10.256 | Environmental Impact Report | \$6,000 if prepared by Staff; otherwise, 10% of the cost charged by an outside consultant | \$2,768.25 – Fee payable to California Department of Fish and Game ² \$50 - Document Handling Fee payable to San Mateo County Clerk |
| 1.10.258 | Environmental Document pursuant to a Certified Regulatory Program (CRP) | | \$941.25 – Fee payable to California Department of Fish and Game ² \$50 - Document Handling Fee payable to San Mateo County Clerk |

Notes to Table (Land Use Development Project Fees, CEQA Review (Deposit Against Actual Cost))

¹ Pass-through fees are the actual costs charged by another governmental entity, such as the Department of Fish and Game or the County of San Mateo, and are shown in the Master Fee Schedule for the convenience of the reader only. The City Clerk is authorized to insert the pass-through fee charged by another governmental entity without formal amendment to the Master Fee Schedule by the City Council. A check for the pass-through fee should be made payable to the appropriate agency and delivered to Colma Planning Department.

² A Department of Fish and Game Fee is not required if a determination is made that the project will not impact on fish or wildlife. For a project that is subject to a certified regulatory program pursuant to Section 21080.5 of the Public Resources Code, the filing fee is eight hundred fifty dollars (\$850). The filing fee shall be paid to the department before the filing of the notice of determination pursuant to Section 21080.5 of the Public Resources Code.

GUIDELINES FOR DEVELOPMENTS IN THE DR ZONE

Developments in the Design Review (DR) Zone are required to follow certain design standards. These are outlined below and illustrated on the attached sheets.

A. Design Standards

(1) Building Design Elements.

Principal structures and secondary structures such as storage buildings and trash enclosures must be architecturally consistent. The following design elements must be present:

- i) Buildings shall incorporate simple, stepped massing, highlighted with towers, cupolas and varied chimney forms. Flat walls shall be minimized by interruptions using balconies, patios, shed roof elements, clerestory windows, gable end or trellis arcades and colonnades of stylized columns or arches.
- ii) Roofs shall be low pitched gable and shed roof types with terra-cotta or similar colored real, individual Spanish barrel tile. No manufactured tile or sheets of tile may be used. All flat roof areas shall be surrounded by a parapet wall and must not be located where they can be viewed from adjacent buildings or property. Parapet walls shall be of such height that will completely screen all rooftop equipment.
- iii) Wall surfaces shall be composed primarily of stucco and must be articulated by use of columns, piers and pilasters. Window and door openings shall be varied in size and articulated by use of deep reveals, exposed lintels and sills, iron grillwork and faux balconies. Arched openings are encouraged.
- iv) Door and window openings shall be designed to convey the thickness of masonry construction by recessing the doors and windows and using ornamental surrounds. Ornamentation may consist of stucco moldings, bands of tile or other framing. Glass areas must be broken up by mullions. Operable casement or double hung windows are encouraged. Windows can be covered externally with appropriately designed grilles integral to the surface of the building.
- v) Exterior masonry colors shall be warm, off-white tones colored with orange, tan, yellow or red pigment. Contrasting trim and accent colors may be used including colors pigmented with green, blue or brown.

(2) Site and Landscape Design Elements.

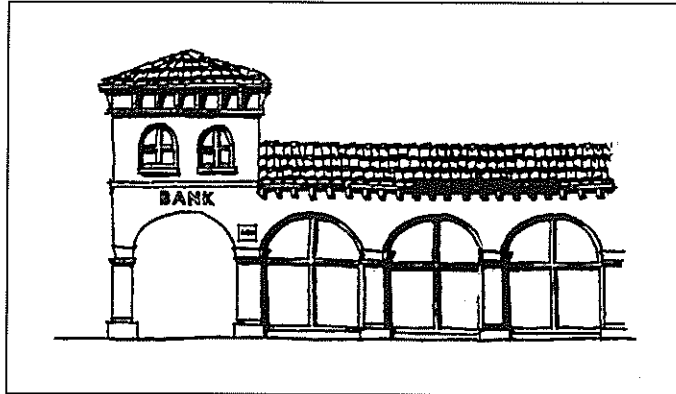
- i) Site plan and landscape design must appropriately integrate and conceal utility vaults, back flow prevention devices, trash dumpsters and other accessory elements that may not be compatible with the Spanish / Mediterranean theme.
- ii) A formal balanced planting layout shall be achieved by using elements such as landscape entry features, tree lined walks and drives, and boundary tree rows. Formal placement of trees in courts, pavilions and parking lots can significantly enhance the character of these public and private areas. Use of accent features such as brightly colored flowers and palm trees is encouraged.
- iii) Landscape design shall incorporate features such as arbors, trellises, fountains, walks, pavilions, curbs, light standards, benches, sculpture, enhanced pavement (materials, textures and patterns), garden walls (free standing and retaining), wood fences and gates, ironwork gates and railings, planting pots and urns in order to integrate the Spanish / Mediterranean design theme throughout the overall project design.

B. Design Approval

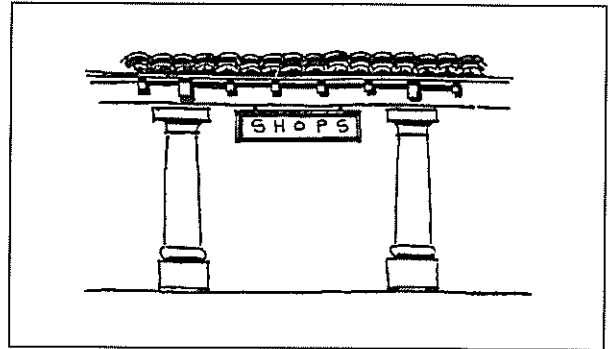
- (1) Concept Review. All development proposals within the DR zone shall be submitted to the City Planner for review to determine conformance with the DR design standards prior to formal submittal of plans for any required City permit.
- (2) Design Approval. All development proposals within the DR zone shall be subject to design approval in addition to any other required City permit. Design review shall be incorporated as part of Use Permit and Subdivision approval processes when applicable. Design approval may be conditionally given.

TOWN OF COLMA DR ZONE DESIGN STANDARDS

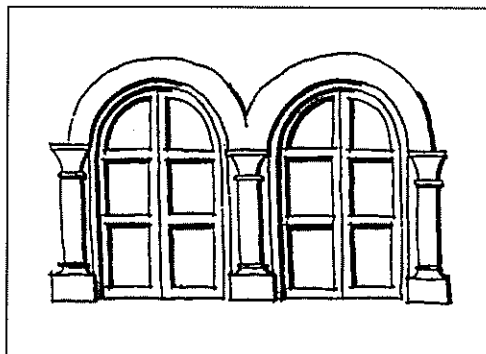
I. Building Design Elements



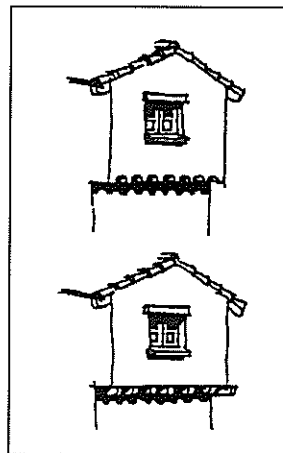
Elevation with tower element, arches, real barrel roof tile, divided windows, exposed rafters, horizontal banding and proper signage.



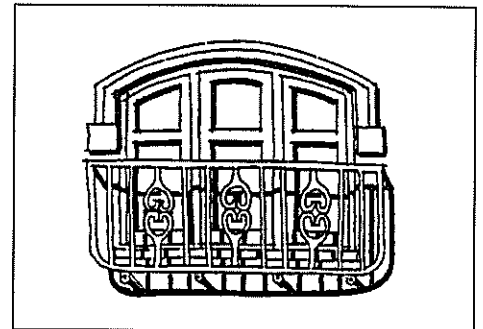
Colonade with stylized columns, exposed beams, double row of roof tiles and theme signage.



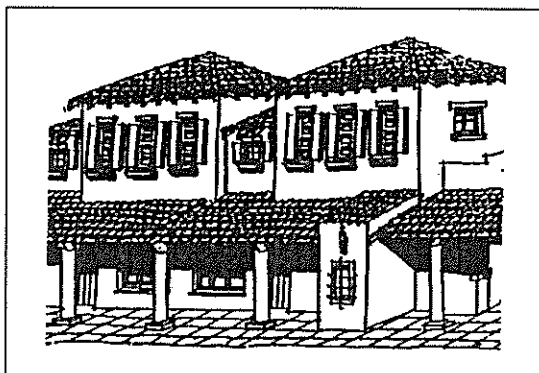
Doorway with arches, pilasters, ornamental surrounds and divided windows.



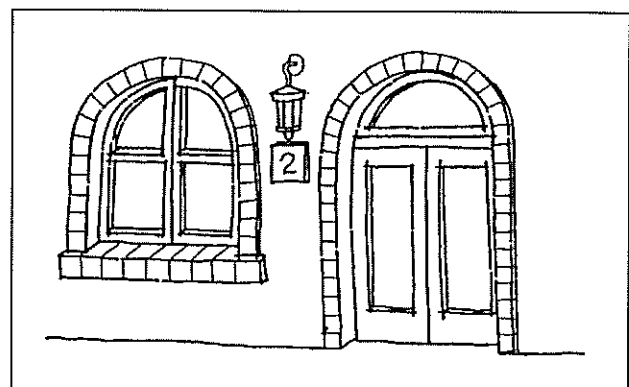
Projection with detail.



Window with ornamental surrounds and wrought iron



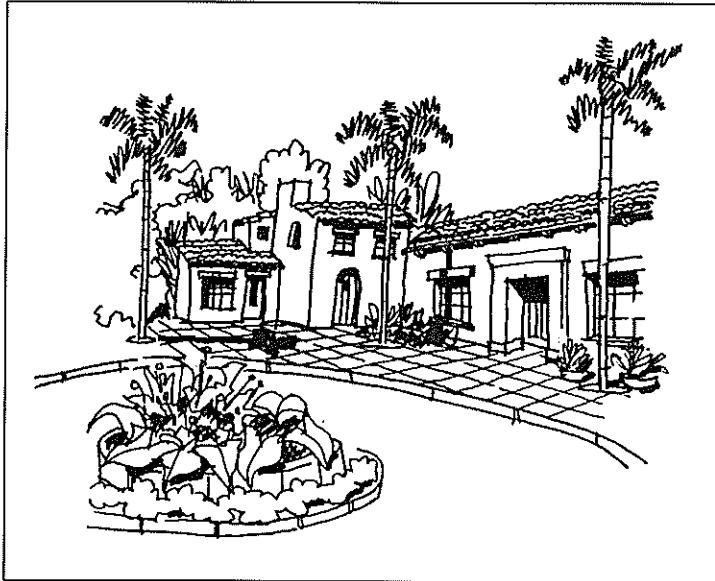
Massing.



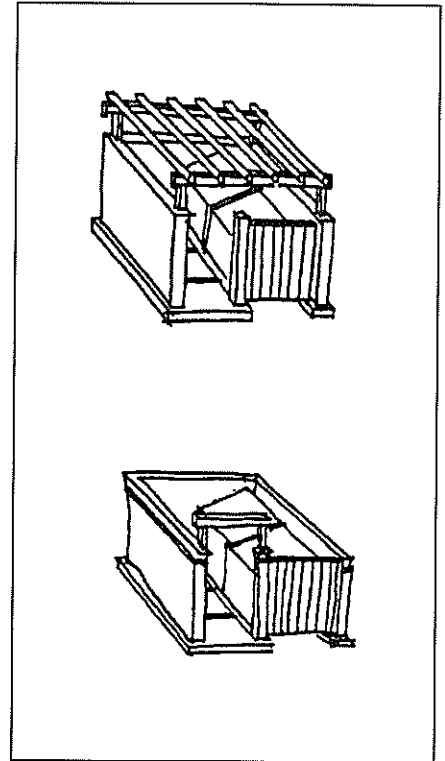
Storefront with arches, recessed windows and doors and tile accents.

TOWN OF COLMA DR ZONE DESIGN STANDARDS

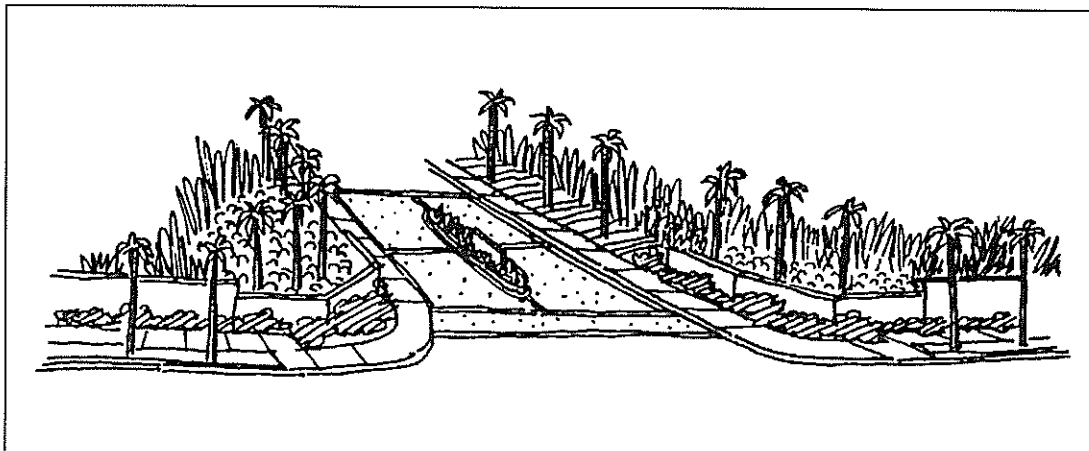
II. Site and Landscape Design Elements



Formal Landscape Layout with courtyard, theme element, enriched pavement, pots and urns.



Accessory Structure
with similar architectural
theme.



Project Entry with theme landscape, wall treatments,
enriched pavement and monument signage.



TOWN OF COLMA PROJECT PERMIT APPLICATION FORM

APPLICANT: For help in completing your application please refer to the Permit Application Guidelines (colored pages). Procedure and submittal requirements may vary depending on the type of permit you request.

Application for: (Check all applicable items:)

- | | |
|---|---|
| <input type="checkbox"/> Exemption from CEQA | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Negative Declaration (CEQA) | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> EIR (CEQA) | <input type="checkbox"/> Tree Permit |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Grading Plan |
| <input type="checkbox"/> Zoning Reclassification | <input type="checkbox"/> Planned Development |
| <input type="checkbox"/> Parcel Map / Lot Line Adjust. | <input type="checkbox"/> Design Review |
| <input type="checkbox"/> Subdivision Map (5 or more lots) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Variance | |

Existing Zoning designation of the Project Site: _____

Project Description: _____

Property Address: _____

Assessor's Parcel No.: _____ (Can be found on property tax bill.)

Applicant

Name: _____ Telephone No. _____

Mailing Address: _____

Name of Person or Entity carrying out the Project

Name: _____ Telephone No. _____

Mailing Address: _____

Property Owner (if different than applicant)

Name: _____ Telephone No. _____

Mailing Address: _____

This section to be completed by the Planning Department.

Application Submittal Checklist:

Date Rec'd Stamp

_____ Fee: \$ _____

_____ CEQA Fee: \$ _____

_____ Required Drawings Submitted

_____ Supporting Statements

**The Town of Colma Planning Department is open Monday - Friday
from 8:00am-12:00 noon and from 1:00pm to 5:00pm
Telephone: (650)-985-2590, FAX (650) 985-2578**

Project Description

Site Size: _____ Area of Buildings: _____
Number of floors: _____ Building Height: _____
Number of off-street parking spaces: _____ Covered: _____ Uncovered: _____
Area of landscaping (square feet): _____
(Note: An Irrigation Water Management Plan may be required.)
Proposed construction schedule: _____

Associated or related projects (include any relationship to a larger project):

If the project involves **residential** use:

- a. Number of units: _____
- b. Schedule of unit sizes: _____
- c. Range of sales prices or rents: _____
- d. Expected household size: _____

If the project involves **commercial** use:

- a. Type of Use: _____
- b. Number of employees: _____
- c. Square Footage of Sales Area: _____
- d. Description of Loading Facilities: _____

If the project involves a Use Permit, Variance, General Plan Amendment and / or Zoning Reclassification, you must provide written responses under appropriate headings in the Supporting Statements / Information Section (Pgs. 4-7). **Required.**

If the project involves construction or development of real property, provide all exhibits / materials required for design / development review. (See Supporting Statements / Information and Development Review Checklist on Pgs. 4-8 for additional information). **Required.**

Soil Type and Erodibility

Soil Type _____ Erosion Index _____
(See Soils Map, page vi in colored pages of this package.)

Public Notice

Applicants must submit an accurate scale map showing the subject parcel(s) and each separate lot or parcel within 300 feet of the boundaries of the subject property together with a list of the current name and address of the property owners of the listed parcels as they appear on the County Assessor's roles. **Required.**
(Not required for sign and tree permits.)

Initial Study Information

Answer yes or no to each of the following questions. Will the proposed project have an effect on any of the items listed below? Please explain the items checked yes; attach additional sheets as necessary.

Yes No

1. Change in existing features of lakes, hills or substantial alteration of ground contours?
2. Change in scenic views or vistas from existing residential areas or from public lands or roads?
3. Change in pattern scale or character of development?
4. Create significant amounts of solid waste or litter?
5. Change in amount of dust, ash, smoke, fumes or odors in the vicinity?
6. Alteration of existing drainage patterns or change in water quality or quantity of any lake, stream or ground water aquifer?
7. Substantial change in existing noise and vibration levels in the area?
8. Is the site on filled land or on a slope of ten percent or more?
9. Does the project involve the use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives?
10. Substantial change in demand for municipal services (police, fire, water, sewer, etc.)?
11. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)?

Hazardous Waste and Substances

The project ☐ is ☐ is not located on a site listed by the state or county as a hazardous waste site. (Lists may be reviewed at the City Planner's office.)

Certificate

I certify under penalty of perjury under the laws of the State of California that I am ☐ the applicant ☐ an authorized agent for the applicant and that the information set forth in this application and all attachments is true and correct, to the best of my knowledge and belief.

Date

Applicant's Signature

I certify that I am the owner of the property affected by the proposed project and that I am fully aware of this application.

Date

Owner's signature if other than applicant

SUPPORTING STATEMENTS / INFORMATION

Supporting statements, drawings and other materials are **required** for specific types of permit applications in addition to the information provided in the permit application form. You must also provide written responses to the questions below for each type of permit requested in your application. You must also provide all required drawings, documents or other materials for each type of permit requested in your application.

☐ **Conditional Use Permit**

1. A conditional use permit application will not be deemed complete unless the applicant provides written responses to the following questions:

a) Explain how the proposed project fits with other land uses in the area.

b) Explain how surrounding properties will be protected from damage.

2. For projects where construction is proposed, the applicant must submit accurate scale drawings (3 full size copies and one copy reduced to 11" x 17"), prepared by a qualified professional (this varies depending on the type of project, however, the services of an architect, landscape architect or registered engineer should be utilized where appropriate for preparation of design and construction drawings). See the Development Review Checklist (Form Pg. 8) for a list of required exhibits. The applicant is advised to contact the City Planner at (650) 985-2590 prior to filing the application to confirm what drawings are necessary to adequately describe the project.

☐ **Variance from the Zoning Ordinance**

1. A variance application will not be deemed complete unless the applicant provides written responses to the following questions:

a) Describe any special circumstances applicable to the property affected by the permit that make it different from other properties in the vicinity such as size, shape, topography, location or surroundings.

b) Identify any other properties in the vicinity having the same zoning designation as the subject property which enjoy the privilege that would result from the granting of the variance requested.

c) Explain how the public health, safety and welfare will be protected if the variance is granted.

2. Where a variance from the ordinance involves a measured distance such as the setback for a building, the applicant must include an accurate scale drawing (3 full size copies and one copy reduced to 11" X 17") showing the existing conditions of the property and identifying the area where the variance is to be applied.

☐ **Zoning Reclassification**

A rezoning application will not be deemed complete until the applicant provides written responses to the following questions. A reference copy of the Colma General Plan and Zoning Map can be reviewed in the Planning Department and in the City Clerk's office.

- a) Explain how the proposed zoning will be consistent with the General Plan for the Town of Colma.

- b) Explain how the public health, safety and welfare will be protected if the proposed zoning is granted.

☐ **General Plan Amendment**

A request for a general plan amendment will not be deemed complete until the applicant has provided written responses to the following questions. A reference copy of the Colma General Plan can be reviewed in the Planning Department and in the City Clerk's office.

- a) Explain why the proposed change is in the best future interest of the community.

- b) Explain how the proposed change will be compatible with adopted General Plan of the Town of Colma.

☐ **Subdivision Map, Parcel Map or Lot Line Adjustment**

All applications must include an accurate scaled map (3 full size copies and one copy reduced to 11"x17") prepared by a registered civil engineer or licensed land surveyor in accordance with State of California Subdivision Map Act and Town of Colma Subdivision Ordinance standards. Applicants are advised to have their civil engineer or land surveyor contact the City Engineer at (650) 794-2000 to confirm the map and submittal requirements.

☐ **Tree Removal Permit**

The applicant must provide accurate scale drawings showing: 1) Tree Removal, the subject property, the location and type of the tree(s) to be removed; and 2) Tree Replacement, the location and type of replacement trees, and an irrigation plan for the replacement trees.

☐ **Sign Permit**

The applicant must provide an accurate scale drawing (3 full size copies and one copy reduced to 11" X 17") showing the existing conditions / signage on the property and identifying the area / buildings where the proposed signage is to be located. Sign production drawings should be included showing sign faces, dimensions and placement on building elevations, pole and / or monument treatments. Applications for pole signs must include an estimate of the useful life of the pole sign and the cost to construct and erect the sign.

☐ **San Mateo County Storm Water Pollution Prevention Program**

All projects will be reviewed at the planning permit phase and again at the building permit phase for compliance with the requirements of the San Mateo County Storm Water Pollution Prevention Program. This review relates to projects that propose new construction, grading or which involve construction related activities. A list of Best Management Practices for the prevention of stormwater pollution is available from the City Clerk. Projects should be designed so as to reflect the following objectives:

1. Does the proposed development fit the terrain of the project site?
2. Is grading and site disturbance minimized?
3. Are construction activities confined to the least critical areas?
4. Are buildings clustered so as to minimize area disturbed?
5. Are impervious areas as small as possible?
6. Are natural drainage systems retained?
7. Is any increase in peak flows and total runoff maintained?

For projects over five (5) acres and particularly projects with high potential for erosion and sedimentation a Storm Water Pollution Prevention Plan (SWPPP) is required. In addition to the above considerations, the SWPPP should include:

1. A narrative description of a site specific strategy for erosion and sedimentation control.
2. Detailed drawings for the following measures where used: sedimentation control structures, energy dissipators, profiles and cross sections of swales and buffer strips.
3. A program for monitoring, maintenance and inspection of temporary erosion and sedimentation control measures.
4. A contingency plan to be implemented in case of failure of temporary control measures or in case of intense or prolonged rainfall.
5. Calculations and assumptions used to design temporary and permanent structural controls.

For projects of five (5) or more acres a Notice of Intent (NOI) and a copy of the SWPPP must be submitted to the State Water Resources Board. A copy of the NOI and SWPPP should be filed with the Colma Building Department prior to issuance of building and / or grading permits.

☐ **Irrigation Water Management Plans**

Water use for landscape irrigation purposes is regulated by state law. An Irrigation Water Management Plan (IWMP) is required for all projects where the cumulative land area of all landscaping exceeds 2,500 square feet. Exempted from these regulations are single-family homes unless constructed by a developer, and ecological restoration projects where a permanent irrigation system is not required. Cemeteries are exempt from water use regulations but they are required to maintain and repair their irrigation systems and to educate their maintenance crews to water efficiently. The IWMP is typically prepared by a landscape architect or contractor for submittal to the City along with the detailed landscape and irrigation plans for a project.

For projects in Colma, the maximum amount of water, from public and private sources, that can be used for landscape irrigation purposes is twenty (20) gallons per square foot per year. An additional three (3) gallons per square foot per year can be added to account for rainfall. Landscape and irrigation plans must identify the type of watering devices to be used, the volume of water to be delivered by each device, a seasonal irrigation schedule and an annual total for irrigation water that will be used. Guidelines for preparing Irrigation Water Management Plans are available from the City Clerk.

☐ **Building Code Compliance Analysis**

Applications for new development and those for new uses in an existing building are required to include a building code analysis to verify the intended building is suitable for the type of use that is proposed. Applications will be rejected, as incomplete, if the existing or proposed building does not meet standards for the proposed use. Regardless if a building can be shown to comply with the building code, the application could be denied if it is determined that the proposed use would be incompatible with other uses in the vicinity.

☐ **Other Agency Permits**

In addition to permits from the Town of Colma, approval by one or more of the following agencies may be required for your project. The applicant is responsible for contacting the appropriate agency and obtaining the required permits licenses or other entitlements. Check those which may require review of the application.

_____ Bay Area Air Quality Mgmt. District.
939 Ellis Street
San Francisco, CA 94109

_____ CalTrans
P.O. Box 23660
Oakland, CA 94623-0660

_____ Colma Fire District
50 Reiner Street
Colma, CA 94014

_____ Colma Lighting District
Director of Public Works
County of San Mateo
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

_____ U.S. Army
Corps of Engineers
211 Main Street
San Francisco, CA 94105

_____ San Mateo County Flood Control District
Director of Public Works
County of San Mateo
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

_____ San Francisco Bay Area
Regional Water Quality Control Board
2101 Webster Street Suite 500
Oakland, CA 94612

_____ California Water Service
80 Chestnut Street
South San Francisco, CA 94083

_____ South San Francisco Sewer Department
400 Grand Avenue
South San Francisco, CA 94080

_____ North San Mateo County Sanitation District
153 Lake Merced Boulevard
Daly City, CA 94015

_____ State of California
Department of Fish & Game
P.O. Box 47
Yountville, CA 94599

_____ Pacific Gas and Electric
450 Eastmoor
Daly City, CA 94015

_____ State of California
Department of Environmental Health
County Government Center
Redwood City, CA 94063

_____ City / County Association of Governments
10 Twin Dolphin Drive Suite C-200
Redwood City, CA 94065-1065

DEVELOPMENT REVIEW CHECKLIST

For projects which propose construction of new buildings, the following is a checklist for exhibits that may be required during the development review process. The initial discussion with the City Planner should give the applicant an idea as to all items that would be appropriate for a specific project or permit request. In certain situations additional exhibits, materials or studies may be required after initial review of the application by City staff. **For applications which relate to a PD or DR project all items are required.** For conceptual review, a preliminary site plan (with project statistics), a conceptual grading plan, conceptual elevations and floor plans are necessary.

For application submittal:

- ☐ 1) **Site Plan, including the following:**
 - ☐ Scale, north arrow.
 - ☐ Vicinity map.
 - ☐ Property boundary, existing topography, drainage courses and landscape.
 - ☐ Proposed buildings, streets (public / private), driveways, parking, refuse enclosures and sidewalks with pad and / or finish surface elevations. (Show typical required setbacks).
 - ☐ Proposed vehicular / man gates, perimeter walls and fencing.
 - ☐ Project statistics including but not limited to: no. of units / density (du/ac, pers./ac), amount of gross square feet for each type of use, lot coverage (bldgs., hardscape, open space / landscape), off-street parking, private / common open space.
- ☐ 2) **Schematic Architecture, including the following:**
 - ☐ Proposed floor plans for all levels of all buildings.
 - ☐ Elevations for all buildings and structures. Show building heights, roof pitch and vertical separation between finish floor and adjacent grade
 - ☐ Design drawings for any accessory structures such as trellises, patios or trash enclosures.
 - ☐ Proposed building face signage.
 - ☐ A colors and materials board.
- ☐ 3) **Conceptual Landscape Plan, including the following:**
 - ☐ All existing landscape with designations for elements to be retained and / or removed.
 - ☐ All proposed landscape including trees, shrubs and ground cover or turf areas. (Indicate type(s), sizes and quantities).
 - ☐ Depict all flatwork including driveways, walkways, patios and decks with typical dimensions, materials and any special enhancements.
 - ☐ Locations and typical elevation / detail for all gates, fences and walls.
 - ☐ Monument and / or wall mounted signage.
 - ☐ Location and typical detail for street and walkway lighting.
 - ☐ Any accessory structures such as trellises, arbors, portals and group mailboxes.
 - ☐ Landscape and other screening treatments for transformers, back flow prevention devices, air conditioner compressors, group meter locations and trash enclosures.
- ☐ 4) **Preliminary Grading Plan, including the following:**
 - ☐ Incorporate the proposed site plan.
 - ☐ Property boundary, topography, existing on-site landscape and structures and buildings on both the project site and surrounding parcels within 30 feet of the project site.
 - ☐ Public rights of way, streets, alleys, sidewalks, medians (breaks), fire hydrants, telephone poles, traffic signals, street lights, cross walks and bus stops within 100 feet of the project site.
 - ☐ Proposed street spot elevations, grades and grade breaks.
 - ☐ All building pad, finish floor / surface elevations and their relation to the 100 year flood elevation.
 - ☐ Conceptual drainage plan with detention area location and tie in to off site drainage facilities
 - ☐ Sewer, water, gas, electrical and other utility off-site tie ins and proposed on-site infrastructure.
 - ☐ The location of all retaining walls (heights) and cut / fill slopes (heights and gradients).
 - ☐ Conceptual erosion and sediment control plan.
 - ☐ Draft Geotechnical Investigation Report (stamped and signed).